



IDAHO DEPARTMENT OF HEALTH & WELFARE

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Notification of Birth: Anticipated Stays Greater Than 72 hours

Notification Date _____

Please fill out as completely as possible

Section 1—To be completed by the hospital for anticipated stays greater than 72 hours

Baby's Information	Mother's Information
Full Name _____	Name _____
Date of Birth _____	Date of Birth _____
MID# (from EPICS) _____	MID# _____
Gender _____	AKA _____
City of Residence _____	County of Residence _____

Hospital Information

Hospital Name _____	Fax # _____
Contact Person _____	Contact # _____
E-mail Address _____	

Comments _____

Section 2—To be completed by the Department

EPICS Helpdesk—e-mail Epics@idhw.state.id.us Fax # 208 334-5817, attention Toni Witt

Date Baby's MID# Provided to the Hospital _____

SRS Worker (if known) _____

Response section

Instructions

Step 1—To be completed by the Hospital for anticipated stays greater than 72 hours

1. Electronically fill out **Section 1** as completely as possible. (Leave baby's MID# blank)
2. E-mail the form to EPICS Helpdesk Epics@idhw.state.id.us at the same time—In the same e-mail **cc** Sharon Wofford woffords@idhw.state.id.us.
3. Use the words '**Notification of Birth**' in the email subject line to provide for easy identification and quick turn around.
4. Babies hospitalized for 72 hours or less continue to follow your current procedure.

Step 2—To be completed by the Department

1. EPICS Helpdesk researches and processes the request.
2. **Section 2** is completed with the babies MID# inserted in **Section 1**.
3. EPICS e-mails the completed form back to the Hospital and **cc's** Sharon Wofford at woffords@idhw.state.id.us.

Note: forms received by EPICS Helpdesk during the last four working days of the month will take a little longer to cross into AIM due to EPICS processing cycles.